

Roush Insurance Services, Inc.

PO Box 1060 • Noblesville, IN 46061-1060
 Phone: (800) 752-8402 • Fax: (317) 776-6891
 www.roushins.com • Email: quote@roushins.com

EVENT AND PARTY PLANNERS SUPPLEMENTAL APPLICATION

(Complete in addition to ACORD Application)

Applicant's Name: _____ _____
Location Address: _____ _____

Agency Name: _____
Agent No.: _____
Phone No.: _____

PROPOSED EFFECTIVE DATE: From _____ To _____ 12:01 A.M., Standard Time at the address of the Applicant

ANSWER ALL QUESTIONS—IF THEY DO NOT APPLY, INDICATE "NOT APPLICABLE" (N/A)

1. Does applicant own or lease (long term) a hall/banquet facility? Yes No
 If yes, what is the square footage?

2. Types of Events (Show percentage of annual receipts by type of event):

Event	Percentage	Event	Percentage
Auto Shows		Open Houses	
Animal Shows—Cat, Dog, Horse, etc.		Political Gatherings, Conventions, Rallies*	
Athletic Events/Exhibitions/Contests*		Proms	
Antiques and Collectibles Shows Includes Books, Coins, Comic Books, Stamps and Trading Cards		Meetings/Seminars—Type: (Under 150 People in attendance)	
Auctions*		Corporate/Business	
Baby or Wedding Showers		Private	
Bar/Bat Mitzvahs, Baptisms, Quincenera		Public	
Barbecues		Recitals	
Beauty Pageants		Parties—Type:	
Boat Shows		Anniversary	
Charity Events—Banquets, Socials, Dances		Birthday	
Cocktail Receptions		Dinner	
Church Gatherings		Holiday	
Computer and/or Electronic Fairs/Shows		Office	
Conventions/Trade Shows*—Type: (150 or more people in attendance)		Sporting Event—TV (i.e., Super Bowl)	
Corporate		Theme	
Trade		Other (Describe):	
Industry			

Event	Percentage	Event	Percentage
Exhibitions—Inside*		Picnics—Type: Corporate—Employee Only Corporate—Other Private	
Exhibitions—Outside*			
Fashion Shows			
Festivals*			
Gun Shows		Reunions	
Health, Science Fairs		Rodeos/Bull Fights*	
Home and/or Garden Shows		RV Shows	
		Speaking Engagements	
		Talent Shows/Contests	
		Theatrical/Movie Premiers	
		Weddings and Wedding Receptions	

* Provide separate detailed narrative description of events

Musical Events*:

Event Music Type*	Percentage	Event Music Type*	Percentage
Alternative		Heavy Metal	
Bluegrass		Hip Hop	
Classical and/or Chamber Music		Jazz	
Country/Western		Rap	
Gospel and Religious		R&B	
Gothic		Other—Describe Type:	
Hard Rock			

* Provide separate detailed narrative description of events

3. **Number of event dates planned for current year:** _____
Number of event dates held last year:..... _____
Average attendance per event date:..... _____
Maximum daily attendance per event:..... _____
Average length of event (number of days): _____
4. **Total Annual Receipts/Sales:** \$ _____
Total Annual Cost of Subcontractors:..... \$ _____
Total Annual Payroll:..... \$ _____
Total Number of Employees:..... _____
5. **Does applicant sponsor or promote any events?** Yes No
If yes, provide details: _____

6. **Is applicant involved in any other operations or business?**..... Yes No
If yes, describe: _____

7. Services Provided:

Additional Services	Performed by Applicant and Employees	Provided by Subcontractors Hired by Applicant	This Service Not Provided
Automotive Tours—Bus/Jeep/Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Booking Agent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Catering—Type:			
Food and Non-Alcoholic Drink Only	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Food and Liquor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Liquor Only—Bartender Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Consulting Only—No other services provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Construction—Setup and/or Take Down	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Babysitting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Fireworks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Horseback Riding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Hot Air Balloon Rides	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Maintenance/Janitorial Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Rope Courses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Security Operations—Type:			
Bodyguard/Personal Security	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Bouncers/Crowd Control	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Doormen	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Parking/Traffic Control	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Watchmen/Guard Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Shuttle/Taxi/Limousine Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Team Building Exercises—Indoor or Outside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Vehicle Valet Service	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

8. If work is subcontracted:

- Are certificates of insurance required from all subcontractors and vendors? Yes No
- Is applicant added as additional insured on subcontractors' policy? Yes No
- Are Limits of Liability on subcontractors' policy equal to or greater than Applicant's?..... Yes No
- Does applicant ever use uninsured contractors or subcontractors to provide products or services for any event? Yes No

9. Hold-Harmless Agreements:

- Does applicant use a standard client contract, which outlines the specific responsibilities of the applicant? Yes No
- Do others hold applicant harmless? Yes No
- Does applicant agree to hold any third party harmless? Yes No
- Does applicant assume, by contract or verbally, responsibility for any injury or damage that may occur during an event? Yes No

10. Equipment—Does applicant rent, furnish or install any of the following equipment?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Amusement Devices | <input type="checkbox"/> Barricades | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Dance Floors |
| <input type="checkbox"/> Folding Chairs/Tables | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Sound Equipment | <input type="checkbox"/> Space Heaters |
| <input type="checkbox"/> Stages/Staging | <input type="checkbox"/> Tents | | |

11. Does applicant have Workers' Compensation coverage in force? Yes No

Does applicant lease employees? Yes No

12. Does applicant have Professional Liability coverage in force? Yes No

13. Does applicant have Liquor Liability coverage? Yes No

14. Does applicant have a website? Yes No

If yes, provide website address: _____

15. Does risk engage in the generation of power, other than emergency back-up power, for their own use or sale to power companies?..... Yes No

If yes, describe: _____

16. Does applicant have any other business ventures for which coverage is not requested?..... Yes No

If yes, explain and advise where insured: _____

17. Attach:

- a. Any descriptive advertising literature;
- b. Copy of applicant's standard contract with clients;
- c. Copies of all agreements in which the applicant has assumed liability; and
- d. Separate detailed narrative descriptions as required.

Contact Person: _____ Phone No: _____

This application does not bind the applicant nor the Company to complete the insurance, but it is agreed that the information contained herein shall be the basis of the contract should a policy be issued. **(Regulatory to provide appropriate verbiage.)**

FRAUD WARNING:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

FRAUD WARNING (APPLICABLE IN TENNESSEE AND WASHINGTON):

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

FRAUD WARNING APPLICABLE IN THE STATE OF NEW YORK:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

APPLICANT'S NAME AND TITLE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____
(Must be signed by an owner, partner or executive officer)

PRODUCER'S SIGNATURE: _____ DATE: _____